

EMPLOYEE DIRECTORY

- ❖ To search for an [Employee](#) enter a few characters of his or her last name.
 - Once the list comes up click the employee you want for more details.
- ❖ To search by [Organizational Unit](#) or [Location](#) select from the pulldown menu.
 - Click the employee you want for more details.

SORTING

❖ You can sort the list of employees by clicking on the *Title*:

- NAME
- ORGANIZATION
- TITLE

EMPLOYEE DIRECTORY

If you need additional help just contact:

Application Support

(804) 225-2407